Redevelopment Agency Dissolution (RAD)

REDEVELOPMENT AGENCY DISSOLUTION
WEB APPLICATION INSTRUCTIONS

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INTRODUCTION

The Department of Finance (Finance) developed the Redevelopment Agency Dissolution Web Application (RAD App) to enable agencies to submit the Recognized Obligation Schedule (ROPS) and accompanying oversight board (OB) resolutions approving the ROPS. **Finance *will not accept* any OB actions submitted through the RAD App that are not related to the approval of the ROPS and will consider such actions invalid and ineffective.** Agencies should continue to submit OB actions related to other matters to the Redevelopment Administration (RDA) e-mail address, RedevelopmentAdministration@dof.ca.gov.

Agencies **should not reuse** a prior ROPS template to prepare their new ROPS. Each ROPS period, Finance will release a new ROPS template for download through the RAD App. **Any ROPS submitted to Finance prior to the ROPS template release date will not be accepted.** Agencies must access the RAD App to download their ROPS template that is prepopulated with prior ROPS obligations and to upload the final OB approved ROPS and a copy of the signed OB resolution. No other means of submission to Finance will be accepted. **The RAD App is located at:**

https://rad.dof.ca.gov/rad-sa

*The RAD App is designed to run on **Chrome, Firefox, and Internet Explorer (IE) 9 or above.** RAD App features will not function if using IE 8 or older web browsers.*

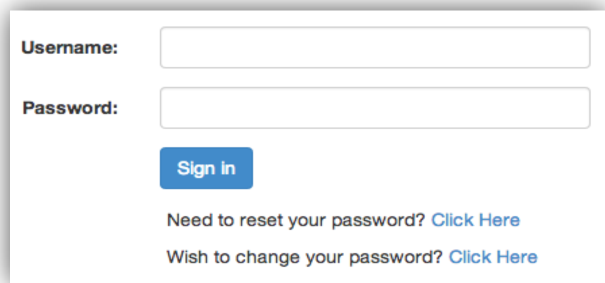
In accordance with HSC section 34177 (l) (2) (C), the agency should **separately e-mail** a copy of the Excel **ROPS and OB resolution to their County Auditor-Controller (CAC) and the State Controller's Office (SCO),** RDA-SDSupport@sco.ca.gov. A copy of the final ROPS should also be posted on the agency's website.

For RAD App technical assistance or questions, download and refer to the **RAD App FAQs** located on the login page. If the FAQs do not address the question, send an e-mail to RedevelopmentAdministration@dof.ca.gov. Please state the agency name and RAD App questions in the subject line, and briefly describe the issue in the message.

LOGIN

Login

Upon accessing the RAD App, the agency will be prompted to login. Each agency's assigned username is unique and cannot be changed.

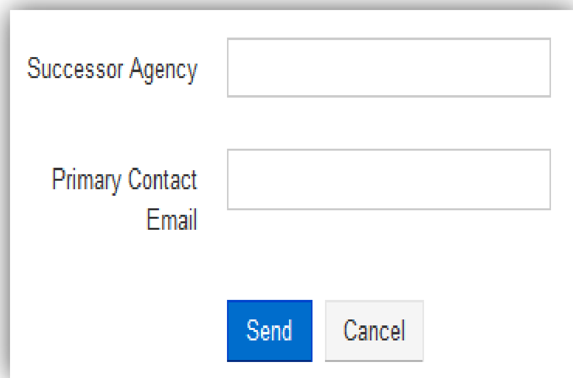


Reset Password

If the username and/or password is forgotten or misplaced, select "Need to reset your password?" located at the bottom of the login screen.

1. Enter agency's **name** and primary contact's **e-mail address**.

2. Agency contacts will receive an e-mail notification of the password reset, assigned username and new password.

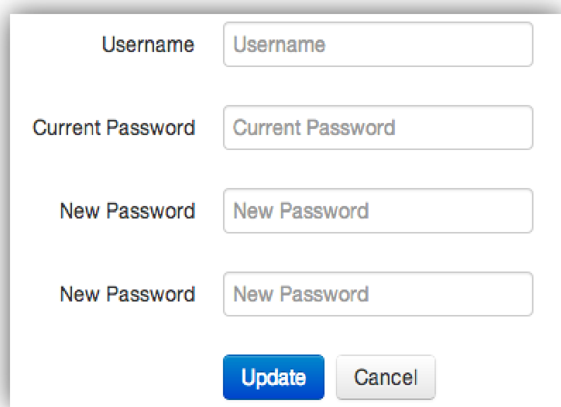


Change Password

To change the password, select "Wish to change your password?" located at the bottom of the login screen.

1. Enter username, current password, and new password.

2. Agency contacts will receive an e-mail notification of the change in password.



INSTRUCTIONS TAB

Upon entering the RAD App, users are automatically directed to this tab. Each ROPS period, agencies should access this tab to download the latest versions of the following documents.

- **Cash Balance Tips Sheet** - Tool for completing the Cash Balance Form.
- **RAD App FAQs** – Troubleshooting tips.
- **RAD App Instructions** – A user's guide for the RAD App.
- **ROPS Instructions** – A user's guide for completion of the ROPS template.

RAD App troubleshooting tips information can also be found on this tab.

CONTACT INFORMATION TAB

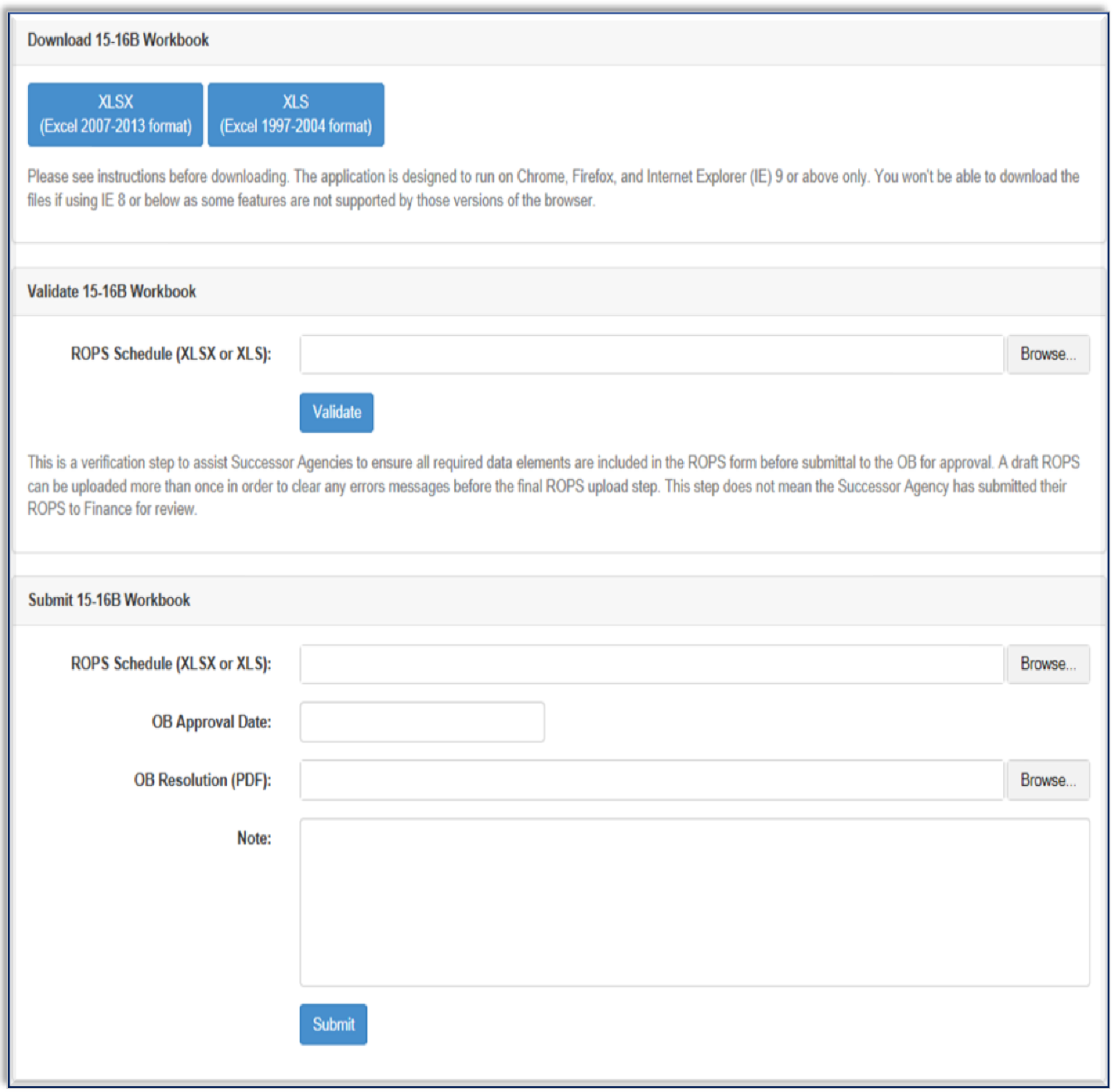
Agencies are required to use the RAD App to update contact information for individuals designated to receive e-mails generated by the RAD App. **Contact information should be updated throughout the year** and not just during the ROPS review period. This tab should be reviewed each ROPS period to verify contact information displayed is current and accurate. Agencies should also ensure a secondary contact is assigned, if one is not listed. RAD App e-mails are only sent to the individuals designated as agency contacts in the RAD App. Those individuals are responsible for forwarding RAD App e-mails to other agency contacts.

Contact Information Validation Process

When users save the updated contact information, a data validation process will run. If errors are found, a list of errors will display on screen for users to correct. Otherwise, an acceptance message will appear. See **Exhibit A**, page 8, for contact information validation rules.

ROPS TAB

The ROPS Tab allows users to perform three steps:



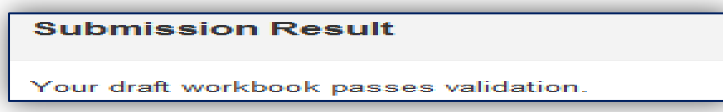
<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td>Step 1: Download ROPS Workbook</td><td>
Agencies can download the Excel ROPS workbook for ROPS 15-16B in two formats:

Excel 2007-2013 format (xlsx)
Excel 1997-2004 format (xls)

The XLSX format is preferred. Beginning with ROPS January 1, 2016, the RAD App will only accept the XLSX format.
</td></tr>
<tr><td>Step 2: Validate Draft ROPS Workbook</td><td>
Prior to submitting the ROPS to the OB for approval, the agency should set aside time to validate the draft ROPS. This process will test the uploaded draft ROPS data to determine if all required fields are complete and in the correct format prior to OB approval. Please refer to ROPS Exhibit B for ROPS validation rules.

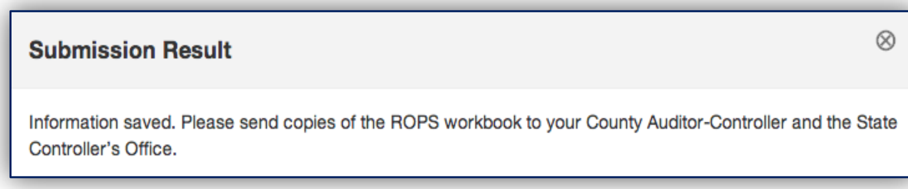
Validation Steps:

Upload the ROPS file by clicking “Browse” or “Choose File” and select the file.
Click “Validate” to upload the file and begin data validation.
If the data is not in the required format or is not properly completed, a list of errors will display on the screen for users to correct.
See Exhibit B, page 9, for the ROPS validation rules.
Correct the errors noted in the ROPS file and re-upload.
Perform procedures 1 to 5 above until all errors are corrected and ROPS is accepted.
When no validation errors are found, an acceptance message will display on screen.



The data validation process should be completed prior to submitting the ROPS to the OB for approval. If errors are found on the final ROPS during Step 3, it will be rejected until errors are corrected and may result in a ROPS version that is different from the OB approved version.
</td></tr>
</table>

Steps	Action

Step 3: Submit Final ROPS Workbook	After ensuring the ROPS provided to the OB for approval has passed the initial validation process in ***Step 2***, agencies should proceed with **Step 3.**
	
	Submission Steps:
	
	1. Select the three required inputs to submit:
	    a. ROPS Schedule: Excel file
	    b. OB Approval Date: Date from calendar
	    c. OB Resolution: PDF file of signed resolution
	2. Enter comments in the **"Note"** box if necessary.
	3. Click **"Submit"** to upload.
	4. Data validation will run to test the ROPS data.
	5. If the data is not in the required format or is not properly completed, a list of errors will display on the screen for users to correct.
	6. See **Exhibit B**, page 9, for validation rules.
	7. Correct the errors noted in the ROPS file and re-upload.
	8. **Perform procedures 1 through 7 above until all errors are corrected and the ROPS is accepted.**
	9. When no validation errors are found, an acceptance message will display on screen.
	
	

ROPS Submittal Reminders

- RAD App acceptance of the final ROPS only represents ***acceptance by the RAD App***.
- Concurrently, RAD App will send notification of the ROPS submittal to Finance's Redevelopment Administration e-mail.
- If rejected, Finance will send a rejection e-mail specifying the reason(s) for denial and require resubmission of ROPS documents through the RAD App ***(Step 3)***. Depending on the reason for denial, ***the OB may be required to re-approve a revised ROPS***.

ROPS Denial Reasons

Common reasons for ROPS denial by Finance include, but not limited to*:*

- Cash Balance form has no entry in the RPTTF Column H, Line 1.
- ROPS and OB Resolution approving the ROPS submitted through the RDA e-mail instead of RAD App.
- PDF copy of signed OB resolution not submitted.
- ROPS is not OB approved.
- Agency did not use Finance ROPS Template.

DATA VALIDATION PROCESS

This process will check the contact information and ROPS Detail form for required formats and completion of all required fields.

ROPS Detail Form

Except for “Project Area” (column H) and “Funding Source” (columns K through O), which may not require data in all columns, all other columns require data for each line item listed. The cells are limited to 200 characters each; therefore, obligation names and descriptions should be short. If the number of characters exceeds 200, the agency can add information in the Notes Form for the applicable line item.

Agencies should not delete worksheets or add new worksheets. Doing so will result in validation errors.

The validation rules that must be met in order for contact information and ROPS data be accepted through the RAD App are further defined **Exhibits A** and **B** on page 8 and 9 .

EXHIBIT A: CONTACT INFORMATION VALIDATION RULES

	Contact Information	Validation Rules
1	Contact salutation	• Input is required • Select from option • Contact salutation must equal Mr./Ms./Dr.
2	Contact first name	• Input is required • Enter first name • Contact first name cannot exceed 30 letters
4	Contact middle initial	• Initial must be one letter only
5	Contact last name	• Input is required • Enter last name • Contact last name cannot exceed 30 letters
6	Contact title	• Input is required • Enter job/position title • Contact title cannot exceed 100 letters
7	Contact address1	• Input is required • Enter primary contact address only • Cannot exceed 100 letters
8	Contact address 2	• Enter primary contact address only • Cannot exceed 100 letters
9	Contact city	• Input is required • Enter city name • Enter primary contact city only • Cannot exceed 30 letters
10	Contact state	• Input is required • Enter primary contact state only • Enter appropriate state acronym (i.e. CA) • Contact state cannot exceed 2 letters
11	Contact zip code is required	• Input is required • Enter primary contact zip code only • Contact zip code form should be appropriate e.g., ‘12345’ or ‘12345-1234’
12	Contact phone number	• Input is required • Enter phone number • Enter phone number in the correct format e.g., 123-123-1234 or 123-123-1234 x12345 • ***A parenthesis is not required to be entered***
13	Contact e-mail is required	• Input is required • Enter e-mail in appropriate format. For example, John.Smith@example.com, where [User] is "John.Smith" and [domain] is "example.com"

EXHIBIT B: ROPS VALIDATION RULES

	ROPS Detail Form	Validation Rules
1	ROPS workbook	• A Finance ROPS workbook is required • ROPS file selected should be an Excel file (xlsx or xls format)
2	Oversight Board Approval Date	• Approval date is required • ***Final ROPS 15-16 only***
3	Oversight Board resolution	• Oversight board resolution file is required • Upload in PDF format • ***Final ROPS15-16B only***
4	Item # (Column A)	• Must be numeric. Numbering schemes such as "10" not allowed. • Item # assigned to a retired obligation cannot be reassigned to an existing or new obligation • **Once an item number is assigned to an obligation, it will continue to be assigned to that obligation indefinitely.** • **Do not** reassign retired item numbers to existing or new obligations
5	Project Name (Column B)	• Input is required • Information has been prepulated
6	Obligation Type (Column C)	• Input is required • Select from the drop down list the type that best describes the obligation
7	Execution Date (Column D) and Termination Date (Column E)	• Input is required • Enter the date in the required format of ***mm/dd/yyyy***. • ***<u>Note:</u>*** *For items with no specific contract date, enter the current ROPS period beginning and end dates*
8	Payee (Column F)	• Input is required • Enter the name of payee for the obligation
9	Description (Column G)	• Input is required. • Enter a description for the project, obligation, or debt
10	Total Obligation (Column I)	• ***Numeric*** input is required • Enter current total outstanding obligation amount • **Total obligation must be greater than or equal to total requested amount**
11	Retired (Column J)	• Input is required • Pre-populated line items will automatically have this column filled in with "N". Change to "Y" if obligation is retired • For new items, select "N" from the drop down list